***Task:*** To create a brochure showing the steps of making a financial plan that will be used for a PTO meeting at your school, placed in the guidance counselor’s office, and sent home.

***Directions:***

* Find text in your book about the steps of a financial plan (Chapter 2)
* Summarize the text in your own words
* Explain why it is important to have each step
* Provide examples of information needed for each step
* Provides pictures, graphs, tables or chart for the steps
* Have a rough draft
* Typed and Printed

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| CATEGORY | 4 | 3 | 2 | 1 |
| Writing - Organization | Each section in the brochure has a clear beginning, middle, and end. The text is easy to read. | Almost all sections of the brochure have a clear beginning, middle and end. The text is somewhat easy to read. | Most sections of the brochure have a clear beginning, middle and end. The text is confusing in most places. | Less than half of the sections of the brochure have a clear beginning, middle and end. The text is very hard to read. |
| Spelling & Proofreading | No spelling errors remain after one person other than the typist reads and corrects the brochure. | No more than 1 spelling error remains after one person other than the typist reads and corrects the brochure. | No more than 3 spelling errors remain after one person other than the typist reads and corrects the brochure. | Several spelling errors in the brochure. |
| Content - Accuracy | All facts in the brochure are accurate. All of the steps of the financial plan are included. | 99-90% of the facts in the brochure are accurate. 2 or more steps are missing from the financial plan. | 89-80% of the facts in the brochure are accurate. 4 or more steps are missing from the financial plan. | Fewer than 80% of the facts in the brochure are accurate. More than 5 steps are missing from the financial plan. |
| Graphics/Pictures | Graphics go well with the text and there is a good mix of text and graphics. Graphics are used to explain the texts. | Graphics go well with the text, but there are so many that they distract from the text. | Graphics go well with the text, but there are too few and the brochure seems "text-heavy\". | Graphics do not go with the accompanying text or appear to be randomly chosen. |
| Attractiveness & Organization | The brochure has exceptionally attractive formatting and well-organized information. | The brochure has attractive formatting and well-organized information. | The brochure has well-organized information. | The brochure's formatting and organization of material are confusing to the reader. |